

Chapter 8 - Civil Party - PTY

Civil Party Screen

The civil party screen is used update information about the plaintiff and defendant or to add co-defendants/other parties. The system automatically creates a party for the plaintiff and defendant from the Header screen. Users must have security to be able to update case information.

Accessing the Party Screen:

```
NXT TRAN  C PTY  TYPE ADD  CASE NBR  65000010  REC NBR__
```

From the Next Tran Line, enter C PTY in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the header screen.

The screenshot displays the 'PARTY ADD' screen. At the top, it shows 'CIVIL# 00000008 TYPE CB CASE# 00000000 TYPE JUDGE 25275 DATE 2/02/2000'. Below this, it shows 'TITLE TEST,TEST, VS TEST,TEST,' and 'MICROFILM # STATUS 0 CLOSED REOPEN PUBLIC P'. A section for case details includes '# 3 DESC COMPLAINT FILED SAC DATE 2022000 SUMMONS EXPIRES EXP DATE 5032000 DATE SERVED SVD DATE DATE ANSWERED ANS DATE DISPOSITION CODE DATE MICROFILM#'. Below this is a section for party information: 'NAME ALT NAME ADDRESS CITY ST ZIP ATTN'. At the bottom, it shows 'NXT TRAN C PTY TYPE ADD CASE NBR 00000008 REC NBR' and a list of function keys: 'F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup F13=Notes F14=Docket Inq'. A 'Help' button is also visible. The bottom status bar shows '07/011' and 'I902 - Session successfully started'.

Following are the field descriptions for the Party Screen.

~Description~

Enter the party description for this party. Press<F4> for a list of party description codes.

~Complaint Filed Date~

For the defendant and plaintiff, the system creates the SAC - Summons and Complaint date as the date the file was opened. This date can be modified if another summons and complaint is issued.

~Summons Expires Date~

This date is calculated by the system, depending on the Summons and Complaint date, the system will calculate 91 days from that date.

~Date Served~

Enter the date the summons was served.

~Date Answered~

Enter the date the summons was answered.

~Disposition Code~

Enter the disposition code for this party. Press <F4> for a list of disposition codes. This code only disposes the party. It is not counted as a disposition on the caseload report.

~Microfilm #~

Enter the microfilm number.

~Name~

Enter the party's name.

~Alternate Name~

Enter the party's alternate name.

~Type~

Enter the alternate name type. Press <F4> for a list of alternate name codes.

~Address, City, State, Zip~

Enter the party's address information.

~Attorney~

Enter the attorney's bar number. Press <F4> for a list of valid attorneys.

Adding or Modifying a Party

From the Next Tran Line, enter the following:

Adding:

```
NXT TRAN  C  PTY  TYPE ADD  CASE NBR  20035555  REC NBR  __
```

Modifying:

```
NXT TRAN  C  PTY  TYPE MOD  CASE NBR  20035555  REC NBR  __
```

When all information has been added, press <Enter> and the system will display the screen you have requested.

PARTY ADD

CIVIL# 00000008 TYPE CB CASE# 00000000 TYPE JUDGE 25275 DATE 2/02/2000

TITLE TEST,TEST, VS TEST,TEST,

MICROFILM # STATUS 0 CLOSED REOPEN PUBLIC P

DISPO CODE

=====

3 DESC COMPLAINT FILED SAC DATE 2022000

SUMMONS EXPIRES EXP DATE 5032000

DATE SERVED SVD DATE

DATE ANSWERED ANS DATE

DISPOSITION CODE DATE

MICROFILM#

NAME

ALT NAME TYPE

ADDRESS

CITY ST ZIP

ATTNY

NXT TRAN C PTY TYPE ADD CASE NBR 00000008 REC NBR

F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup Help

F13=Notes F14=Docket Inq

MP b 07/011

1902 - Session successfully started \\SCAO\11N54QL5 on Ne05:

Enter all information regarding the party and press <Enter>. The system will save the party.

Inquiring on a Party

There are two inquiry screens for parties:

1. Inquiring on all parties - This screen will list all parties for the case and limited information regarding each of them.
2. Inquiring on a single party - This screen will display the actual party screen for each individual party. All information from the party screen will be displayed on this screen. You must enter the party number that you want to inquire on in the REC NBR field for the party to be displayed.

Following are examples of both party inquiry screens.

All Party Inquiry:

From the Next Tran Line, enter PTY/INQ in the Next tran and type field along with the case number.

```
NXT TRAN  C  PTY  TYPE  INQ  CASE NBR  00333325  REC NBR  ____
```

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window titled "PARTY INQ". The header information includes: CIVIL# 00000008, TYPE CB, CASE# 00000000, JUDGE 25275, DATE 2/02/2000, TITLE TEST,TEST, VS TEST,TEST, MICROFILM #, STATUS 0, CLOSED, REOPEN, PUBLIC P, DISPO, CODE. Below this is a table with columns: NUM, DESC, NAME, COMPLAINT, SERVICE, and ANSWER. The table contains two entries: 1 PLA TEST,TEST, with COMPLAINT 2/02/2000, and 2 DEF TEST,TEST, with COMPLAINT 2/02/2000. At the bottom right of the table area is the word "Bottom". Below the table is a footer section with: NXT TRAN C PTY TYPE INQ CASE NBR 00000008 REC NBR, and a list of function keys: F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes F14=Docket Inq. The bottom status bar shows "MP b" on the left, "22/014" in the center, and "I902 - Session successfully started" and "\\SCAO\11N54QL5 on Ne05:" on the right.

```

PARTY INQ
CIVIL# 00000008 TYPE CB CASE# 00000000 JUDGE 25275 DATE 2/02/2000
TITLE TEST,TEST, VS TEST,TEST,
MICROFILM # STATUS 0 CLOSED REOPEN PUBLIC P
DISPO CODE
=====
NUM DESC NAME COMPLAINT SERVICE ANSWER
-----
1 PLA TEST,TEST, 2/02/2000
2 DEF TEST,TEST, 2/02/2000
=====
Bottom

NXT TRAN C PTY TYPE INQ CASE NBR 00000008 REC NBR
F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes F14=Docket Inq
MP b 22/014
I902 - Session successfully started \\SCAO\11N54QL5 on Ne05:

```

Single Party Inquiry:

From the Next Tran Line, enter PTY/INQ in the Next tran and type field along with the case number and the individual party number.

NXT TRAN C PTY TYPE INQ CASE NBR 00333325 REC NBR

Press <Enter> and the system will display the following screen.

PARTY INQ											
CIVIL#	00000008	TYPE	CB	CASE#	00000000	TYPE		JUDGE	25275	DATE	2/02/2000
TITLE	TEST,TEST,				VS	TEST,TEST,					
MICROFILM #		STATUS	0	CLOSED		REOPEN		PUBLIC	P		
DISPO		CODE									
=====											
#	1	DESC	PLA	COMPLAINT FILED	SAC	DATE	2022000				
				SUMMONS EXPIRES	EXP	DATE	5032000				
				DATE SERVED	SVD	DATE					
				DATE ANSWERED	ANS	DATE					
				DISPOSITION CODE		DATE					
				MICROFILM#							
NAME				TEST,TEST,							
ALT NAME											
ADDRESS											
CITY				ST		ZIP					
ATTNY											
=====											
NXT TRAN	C	PTY	TYPE	INQ	CASE NBR	00000008	REC NBR	1			
F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup											
F13=Notes F14=Docket Inq											
Help											
=====											
MP b 22/013											
I902 - Session successfully started \\SCAO\1\N54QL5 on Ne05:											

Deleting a Case

From the Next Tran Line enter the following information:

NXT TRAN C PTY TYPE DEL CASE NBR 20035555 REC NBR

When all information has been added, press <Enter> and the system will delete the requested party.

USER: C44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Probate Transactions	Receivable Transactions	Vendor Transactions
HDR - Case Header	ARM - Master Inquire	APD - Other Vendor Maint.
PTY - Party	ARU - Master Maintenance	APA - Attny Vendor Maint.
SCH - Schedule	CHK - Master Payment Inq	APF - Facil Vendor Maint.
SUM - Summary	LUP - Receipt Inquiry/Void	APV - Voucher Processing
MED - Mediation	ARP - Receive Payments	API - Voucher Inquiry
FRD - Financial Order	ADJ - Adjustment	APP - Voucher Payments
DOC - Documents	CRM - Credit Memo	APJ - Voucher Adjustments
		Accounting Transactions
		ACT - Account Maintenance
		BMT - Budget Maintenance
		BIQ - Budget Inquiry
		PRM - Price File Maint.
	Adoption Transactions	Other Options
Reports	ADC - Adoption Case Header	REL - Release Information
RPT/PRO - Probate	ADP - Adoption Party	CNI - Central Name Index
RPT/FIN - Financial	ADE - Adoption Event	CPI - Cir/Pro Name Index
RPT/ADP - Adoption	ADS - Adoption Case Summary	CCL - Central Calendar
	ADF - Adoption Forms	

NXT TRAN C PTY TYPE DEL CASE NBR 65000010 REC NBR 3

F3=Exit F5=Setup F6=System Commands F8=Juvenile F9=Name Lookup

F10=Name Update F14=Docket Request F16=Inv/Date F20=File Maintenance Help

Record(s) deleted successfully

21/013

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

The system will automatically delete the records.